

WALKTHROUGHS

The following criteria is already in use by the commercial intake counter.

1. Walkthroughs are accepted three (3) days out of the week. The days are Mondays, Wednesdays and Fridays. The walkthroughs are accepted from 8:00 o'clock a.m. until 3:00 o'clock p.m. Any plans received after 3 p.m. will be processed on the following walkthrough day.
2. Only **B** and **M** occupancies for interior finish-out work will be accepted for a walkthrough review process.
3. Walkthrough projects shall be limited to 3000 square feet or less.
4. Any change of use project will **not** be considered for a walkthrough review process.
5. Walkthrough projects shall be limited to one story.
6. Walkthrough projects shall **not** require **fire review, floodplain review or permitting**, nor **ERZD** review.

MINOR PLAN REVIEW

The following criteria for minor plan review is already in use by the intake counter.

1. Projects for interior finish-out or renovations shall be limited to a maximum of 5000 to 8000 square feet.
2. Projects shall be limited to a maximum of two stories.
3. **"H", "I" and S1** occupancies shall **not** be considered for a minor plan review process.
4. New structures or additions to existing structures shall be limited to a maximum of 1000 square feet.
5. Change of use projects shall **not** be considered for a minor plan review process.
6. New modular or portable structures for office or educational purposes on existing developed property shall be considered for a minor plan review process.
7. Interior demolition only shall be limited to a maximum of 12000 square feet.